Exhibit 12

Do not Copy !!!

EXHIBIT 17
12/23/83   JZ #

9 Mar 75

DC

VETTING HAT WRITE UP

PURPOSE: To clean USBI files of legally actionable
evidence against the GO and its personel.

Definition of 'EVIDENCE' "4. in law, a) something legally
presented before a court, as a statement of witness, an obj
etc which bears on or establishes the point in question:
distinguished from testimony and proof."

Valuable Final Product - Files free of illegal evidence.

Steps taken to vet a file cabinet drawer or box;

1. Take one file folder at a time to vet, from a bunch of
folders(from the drawer or box to which you were as-
signed)

2. Scan through each particle in the file and vet each one
as it comes up.
   a) using a razor blade cut out all parts of reports
   written by us that would indicate something illegal
   was happening, already did happen or was being planne

   b) if the particle is then so cut up that it is im-
   practicle to have in the files, staple it to a
   larger piece of paper and stick it in the file.

   c) If in order to properly vet a particle, some of the
   data of the report is lost, write up the data on a
   seperate sheet and shred the first report. Make
   sure to note the date and originator etc of the orig

   d) If the report is an actual operation report and not
   just and account of covert data colletctions, do no
   vet the report. Rather, write the data down that is
   the files (if applicable) and send the full report
   containing actual ops actions, to ops (there is an
   'ops' particles basket in CIC's area for this purpo

   e) if the particle is misfiled in the folder you are
   ting, vet it as above, then label it with a red V
   your initials in the lower right hand corner and p

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the particle in the misfiled particles box in CIC.

f) When you have finished a whole folder label it with a red V and your initials and return it to the file drawer or box.

g) When you finish a whole drawer or box notify CIC Off and get your next drawer assignemnt.. The drawer will be spot checked and then marked with a red V and your initials when OK'd by CIC OFf.

h) When you are shredding all the pieces you have cut out and please ensure you put the particle into the shredder so that the teeth of the shredder cut the line and not between the lines (put it in crosswise).

That is how to vet a folder.

Now the details of what you VET.

1. Mentions or the ordering of a B & E.
2. Evidence that anything was stolen by one of our guys. (This does not mean someone else like PC, saying we stole something, this means us saying we stole something
3. Lines similar to 'Here are the docs we got in our usual way late last night".
4. Implications of casing, including keeping checks on schedules and working hours as well as locks on doors etc.
5. Implications of posing as a Govt agent.
6. Evidence of tapping phone lines or illegal taping of conversations.
7. Mentions of harrassment of an individual although not necessarily a full operation (so not sent to ops).
8. Any evidence of bridery.
9. Any mentions of recruitments of FSMs to be any kind of an agent. (This is Solicitation and a crime)
10. Also vet wordings like 'this will get him' or lets 'wipe him out' or this will be good for dead agenting' or we are 'planning a cover op on him to handle him' or this will ' strengthen our attack on him'.
11. Any mentions of entrapment setting up someone to commit a crime either directly or indirectly.

We must now vet every particle coming into CIC before it goes to the files. So when you send a paticle to files be sure to vet it and label it with a red V in the lower right hand corner.

REMEMBER each particle does not need to be thoroughly read as you are vetting, scan it enough to be sure you would catch any of the above instances and go on. Any questions, ask CICOFF.

Love *[signature]* CIC OFF.